

# ***LUNENBURG PLANNING BOARD TOWN OF LUNENBURG***

Joanna L. Bilotta-Simeone, Chair  
Nathan J. Lockwood, Vice-Chair  
Damon McQuaid, Clk.  
Kenneth Chenis, Mbr.  
Matthew Allison, Mbr.



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Adam R. Burney  
Land Use Director

## **Minutes March 23, 2015**

Meeting Posted: Yes

Place: Town Hall, 17 Main Street, Lunenburg, MA

Time: 6:30 PM

Present: Nathan J. Lockwood, Damon McQuaid, Kenneth Chenis, Matthew Allison, Adam R. Burney

Absent: Joanna L. Bilotta-Simeone

**PUBLIC HEARING: Warrant Articles**-see separate minutes. Motion, D. McQuaid, to approve bylaw modifications to § 5.2. and § 8.4., Second, M. Allison, all aye.

**ANR: 360/370 Sunny Hill Road-** ANR Plan presented by Steve Marsden, Marsden Engineering. Two new lots being created off Elm Street. Parcels A and B are minor land swaps between 360 and 370 Sunny Hill Road. Sewer stubs exist. Plan accepted for review. There was Board discussion as to the current ANR Plan process as a result of information obtained during D. McQuaid and M. Allison's attendance at the March 21<sup>st</sup> CPTC Annual Conference. D. McQuaid opined that departmental review was not necessary and ANR Plans should be signed the night they are presented to the Board. N. Lockwood felt before the Board changed the current process, all departments/commissions/boards involved in the review process should be notified.

### **Minutes Approval:**

02/04/14 Executive- Not signed. Quorum of 02/04/14 Board meeting attendees not available.

03/09/15, D. McQuaid, Motion to approve, Second, M. Allison, minutes signed.

03/09/15 Warrant Articles Hearing, D. McQuaid, Motion to approve, Second, M. Allison, minutes signed.

03/10/15, D. McQuaid, Motion to approve, Second, M. Allison, minutes signed.

03/19/15, D. McQuaid, Motion to approve, Second, M. Allison, minutes signed.

### **COMMITTEE REPORTS:**

**MRPC, J. Bilotta-Simeone-** absent – no report

**Capital Planning Committee, J. Bilotta-Simeone-** absent – no report

**School Building Committee, N. Lockwood-** no meeting

**Open Space Ad Hoc Committee, N. Lockwood-** no meeting

**Building Reuse Committee, D. McQuaid-** Meeting not held due to lack of quorum. Hope to meet with the School Committee on April 6<sup>th</sup> for discussion of Passios property lines.

**MJTC, K. Chenis-** Meeting was held March 18<sup>th</sup>. Focus was TIP (Transportation Improvement Plan) and review of project listing for upcoming developments. Focus for Lunenburg is Summer Street project. K. Chenis mentioned a traffic study for Rte. 13 and Northfield Road in reference to the Highfield Village submittal. MJTC response was that the developer should do traffic study and also include the intersection at Rtes. 13 and 2A. MJTC is working to extend its bus routes from Wal-Mart to the Lake Whalom area. Next meeting April 15<sup>th</sup>. A. Burney noted that the state would have requested a traffic study if it had concerns with the Rte. 13 and Northfield Road intersections.

**Agricultural Commission, M. Allison-** Unable to attend last meeting as it was held during a Board workshop with the Historical Commission.

**NEW BUSINESS/DEVELOPMENT STATUS REPORTS:**

**Town Meeting, May 2, 2015-** N. Lockwood thanked all who had been involved in the Village Center District (VCD) Bylaw and Architectural Preservation District (APD) Bylaw process, noting good communication between community and boards. He inquired if the Board should send a letter requesting support from the Board of Selectmen, Finance Committee, Building Reuse Committee and Historical Commission at Town Meeting. A. Burney responded that both the Board of Selectmen and Finance Committee will make their recommendations on Town Meeting floor. D. McQuaid will put it on the Reuse Committee agenda for April 6<sup>th</sup>. D. McQuaid and A. Burney will coordinate a slide show presentation for Town Meeting. A. Burney noted that Becky Lantry of the Historical Commission contacted him inquiring if the Planning Board still planned on passing over the VCD Bylaw if the APD Bylaw did not pass. The Board and the Historical Commission have had conversation regarding this but no "formal" decision was made. The Board will discuss this at its April 13<sup>th</sup> meeting.

**Town Election, May 16, 2015-** N. Lockwood noted there will still be two vacant positions on the Board after Town Election.

**1249 Massachusetts Avenue-** Final review noted all issues were addressed. Applicant in process of obtaining department signoffs to obtain his building permit.

**White Tail Crossing-** no report

**Definitive Subdivision, 50 Elmwood Road-** no report

**Highfield Village-** no report

**Tri Town Landing-** no report

**Emerald Place at Lake Whalom-** no report

**ACTION FILE:**

**250 Whalom Road, Whalom Luxury Apartments-** no report

**36 Summer Street-** no report

**Architectural Preservation District (APD) Bylaw-** Submitted for Warrant

**Scenic Road-** Submitted for Warrant. A. Burney noted a previous request for visuals for Town Meeting; pursuing, but may be difficult to acquire in graphic form. Board inquired if the Historical Commission would be interested in co-sponsoring the Article.

**Master Planning- Economic Development Element-** no report

**Housing Production Plan (HPP)-** no report

**MEETING SCHEDULE:**

**April 13-** Warrant Article Hearing & Highfield continuation followed by regular meeting. D. McQuaid inquired if changes to Board member composition would present an issue with the Highfield continuation. A. Burney responded that the applicant may have to withdraw its submittal and resubmit. If there are only three (3) members on the Board, the applicant will need a unanimous vote. As a result of information from the CPTC Conference, D. McQuaid noted that when the Board gives an extension to a project, the extension should go to two (2) weeks past a Board meeting date in the event a Board meeting is cancelled. M. Allison also noted that when advertising a public hearing, the statutory notice can note a rain date.

**April 27**

**Saturday, May 2-** Town Meeting

**May 11**

**May 25-** NO MEETING- Memorial Day

**MEMBER ISSUES:**

M. Allison- With a five (5) member Board, there can only be one (1) alternate and with a seven (7) member Board, two. With only three (3) members, no special permits can be issued. A. Burney noted that the Town Charter has to allow for alternates.

M. Allison- Requested stormwater management be placed on the agenda. Will be on the April 27<sup>th</sup> agenda.

M. Allison- Pope Road should be a second access for Highfield Village. It is presently a private road; what steps need to be taken to make it a Town road? A. Burney noted that to "require" the Highfield Village applicant make this a second access would be asking the developer to redesign the project.

**ADJOURNED: 7:40 PM**

Documents used at meeting:

02/04/14 Executive Minutes

03/09/15 Minutes

03/09/15 Minutes- Warrant Articles Hearing

03/10/15 Minutes

03/19/15 Minutes